

Technical Branch
Science & Engineering Group
Para-Professional Engineering Series

TRAFFIC SPECIALIST II

04/98 (TLW)

Summary

Under general supervision, perform a wide variety of the more difficult traffic engineering support functions.

Typical Duties

Process residential street light installations petitions. Involves: checking site for power source and existing street lighting; preparing installation cost estimates, and requests to utilities for installation of street light; reviewing Street Improvement Plans for vertical and horizontal alignment, street cross section, illumination plan and to ensure compliance with Subdivision Ordinance Design Standards; preparing cost estimates for signage and striping in new subdivisions; preparing work orders for the installation, relocation, replacement and removal of traffic control devices;

Oversee and conduct traffic investigations for various traffic controls including intersection control, speed limit, parking signs, school zones, street lancing, visibility obstructions, parking meters and other traffic engineering operations. Involves: conducting traffic surveys and preparing recommendations regarding parking, accident, speed zone, observance and traffic volume studies; reviewing and approving applications for advertising sign and billboard permits; drafting plans and specifications for the design of traffic signal, street signing, channelization, street lighting, street intersection, roadway alignment and re-alignment, striping plans and other technical traffic engineering projects, and making engineering related computations; drawing collision diagrams of intersections from police accident reports.

Supervise traffic counters or other paraprofessional staff as assigned. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes.

Perform related duties as assigned. Involves: performing any duties of coworkers, if required, during temporary absences sufficient to maintain continuity of normal operations; maintaining maps and drawings of traffic signal installations and condition diagrams; providing public with information regarding traffic problems, installation of signs, loading zones and traffic volumes; preparing reports.

Minimum Qualifications

Training and Experience: Completion of an Associates' Degree in Electronics Technology, Drafting Technology, Mathematics or related field and four (4) years para-professional traffic engineering experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: principles, techniques and mathematics of paraprofessional traffic engineering such as counting methodology, geometrics and timing; manual and computer aided design drafting (CADD) techniques.

Ability to: compile and analyze traffic engineering data from a variety of sources; prepare design drawings based on engineering requirements; interpret plans, drawings, specifications, codes, and regulations; gather and compile data; manually or with the aid of computer equipment draft engineering documents, and perform related mathematical calculations; prepare technical reports, spreadsheets, charts and graphs pertaining to assigned activities using a variety of computer software applications; simultaneously monitor details of numerous small projects; express oneself clearly and concisely, both orally and in writing; establish and maintain effective working relationships with fellow employees, utilities, other agencies and the general public; maintain records and prepare reports.

Skill in the safe operation and care of: personal computer or network work station, including CADD, word processing, spreadsheets and database software; standard drafting instruments; time and distance measuring devices; motor vehicle through city traffic.

Physical Requirements: Frequent: close visual concentration to draft design drawings. Occasional: exposure to adverse weather and heavy street traffic while field checking, data gathering and surveying which includes walking, standing climbing, and lifting and carrying objects and equipment (up to 20 lbs.) over rough terrain and construction sites.

Special Requirements: Subject to call back, and working flexible hours, weekends, holidays and mandatory overtime, as required.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another State.

Director of Personnel

Department Head

OFFICIAL